

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL-306-17-000008-ODG
2. ISSUANCE DATE:	December 5, 2016
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	December 19, 2016
4. POSITION TITLE:	Program Analyst
5. MARKET VALUE:	GS-09 (\$42,823 - \$55,666) In addition 35% post differential and 35% danger pay is currently authorized at this location.
6. PERIOD OF PERFORMANCE:	13 months with an option for renewal
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. SECURITY LEVEL REQUIRED:	Moderate Risk Public Trust

9. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract**

The Program Analyst supports and advises the Office of Democracy and Governance (ODG) by providing expert budget and accounting development guidance in support of the U.S. Agency for International Development (USAID) Mission in Afghanistan strategy and program design and management process. The position assists on the programming and management of USAID/Afghanistan's ODG annual budget. The position requires a broad knowledge of administrative and managerial techniques, and awareness of and ability to maintain collaborative relations with specialists of various disciplines. Advance planning and preparation are key, as well as ability to respond to new requirements on extremely short notice.

The incumbent serves as the Program Analyst for ODG and reports directly to the ODG Supervisory Program Officer or designee.

The incumbent assists ODG senior staff and all Agreement/Contracting Officer Representatives (A/CORs) to manage program funded projects with an average of twelve active programs.

The incumbent tracks disbursements and program funding actions including but not limited to: initiates incremental funding, close outs, de-re and sub commitments, develop a project's historical budget and financial analysis and allocate funds as appropriate. The incumbent is also responsible for coordinating quarterly audit reporting (Special Inspector General for Afghanistan Reconstruction - SIGAR) and financial audit reporting for ODG programs.

The incumbent provides expert advice and services to support ODG in planning, implementing, managing and monitoring the office's portfolios. The incumbent leads the preparation and Mission approval process for a wide range of ODG budget and project design/implementation documents. This includes but not limited to: action memo clearance packages, waivers, annual operational plans, and annual performance reports, Global Acquisitions and Assistance System (GLAAS) requesting actions, audit tracking, special

request reports, and other project administrative requirements. This position oversees all ODG budget support and provides hands-on mentoring and capacity building of Afghan Foreign Service National (FSN) staff assigned to the Budget Unit in ODG Program Support Team.

The incumbent establishes effective working relationships within USAID and the United States Government (U.S.G.) as well as the Government of the Islamic Republic of Afghanistan (GIROA) including but not limited to National and Sub-National levels, the Parliament, Ministry of Justice, Ministry of Public Health, Afghanistan Independent Land Authority (ARAZI), Ministry of Finance and international community, when appropriate. The nature of the position requires that the individual be highly knowledgeable of USAID's development assistance programs, policies, and budget in order to effectively represent the Agency among the various entities.

2) Statement of Duties to be Performed

The Program Analyst provides expert budget development and management guidance in support of USAID's strategy and program design and management process for the Office of Democracy and Governance (ODG).

a) Budget Formulation, guidance and support:

The incumbent manages all budget support for Office of Democracy and Governance Divisions. The incumbent coordinates the preparation and approval of a wide range of budget and project design/implementation documents, which include: action memo clearance packages, change notices, waivers, annual operational plans and performance reports, quarterly accrual exercises, GLAAS requesting actions, modifications and close-outs; coordinate requesting actions for new actions and amendments to existing awards; audit tracking, special request reports, and other project administrative requirements. The incumbent convene and lead regular meetings, in conjunction with the Offices of Acquisition and Assistance, Financial Management, and Program and Project Design Offices to address budget, project design, and overall program strategy that will be affecting and impacting the office.

The incumbent is responsible for organizing and overseeing development and use of budget tools and practices and the development of application criteria for allocation of funds to programs and projects; advising of the ODG management on the development of current and out-year budgets, ensures the budget team is engaged in the process and ensure that the final target budget reflects Mission's need and Front Office priorities and devise tools to assist USAID/Afghanistan management in planning, budgeting, and forecasting resources and funding requirements. The incumbent appraises ODG management of the application of the current year Operational Plan budget for technical programs and projects.

The incumbent ensures the accuracy of budget data maintenance (i.e. Implementing Mechanism allocation and Key Issue attribution) in FACTS Info is maintained. The incumbent supports the budget team in coordination and submission of the annual Operational Plan and Performance Plan and Report processes and as well supports the coordination of ODG annual/biannual program portfolio reviews. The incumbent drafts the budget justification documents (reclaims, impact of budget changes on programs, etc.) and develops the annual calendar of budget actions that will ensure effective management of the budget.

b) Funds Use and Tracking:

The incumbent leads the coordination efforts with ODG contractors and grantees to strengthen their financial and program reporting in order to meet increasing information requests from Congress, auditors, and external/internal audiences.

The incumbent provides direct mentoring/training to ODG technical specialists and FSN budget and administrative assistants in the areas of budget analysis and management, audit tracking and response, and financial management of contracts/grants; Provides expert financial advice, analysis and recommendations on financial feasibility of activities, and provides alternatives when appropriate; Assists technical and subordinate staff in complying with relevant USAID and U.S. government financial, budget, and procurement requirements; Provides formal and informal training to staff in area of budget analysis and management.

The incumbent further assumes responsibility in coordinating responses to budget and other program information requests and drafts official correspondence; advises ODG management on issues affecting planning, development, budgeting, procurement, implementation, monitoring and evaluation, and the status of ongoing activities as they relate to achievement of results.

3) USAID Consultation or Orientation (if applicable)

The selected applicant shall proceed to the Washington DC area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if not completed within the past five years) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT/FAM is mandatory training for Afghanistan.

4) Supervisory Relationship

The incumbent works closely with all members of ODG leadership and reports directly to ODG Supervisory Program Officer (Program Support Team Leader). The incumbent is expected to work semi-independently to resolve problems encountered.

5) Supervisory Controls

This position oversees all ODG budget support and provides hands-on mentoring and capacity building of Afghan FSN staff assigned to the Budget Unit in ODG Program Support Team.

10. PHYSICAL DEMANDS: The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

11. POINT OF CONTACT:

All applications must be submitted electronically by e-mail with the subject line **SOL-306-17-000008-ODG Program Analyst** to: kbldaidpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior the closing date mentioned above unless revised. The highest ranking applications may be selected for an interview.

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a. Education:** A bachelor's degree from an accredited college or university, in accounting, finance, business administration, or a similar field. (Educational requirement must be met at the time of application for the subject position).
- b. Work Experience:** A minimum of five (5) years' experience in developing and managing programs including any of the following elements: strategic planning, performance-based management, budgeting, project design, and feasibility studies. The incumbent must have a demonstrated experience in project design, implementation and evaluation. (Work experience requirements must be met at the time of application for the subject position).

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors listed in paragraph 2, below, in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

To meet basic eligibility requirements, the applicant must:

- Be a Third Country National Personnel Service Contractor (TCNPSC). "Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses.
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to attain Medium Risk/Public Trust employment authorization;

- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1 typewritten page) per factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors may result in the applicant not receiving full credit for pertinent experience.

FACTOR #1: Accounting/financial skills:

Demonstrated knowledge of basic and advanced budgeting skills and the ability to review financial documents and spreadsheets and evaluate financial aspects of a variety of programs.

FACTOR #2: Communications:

Demonstrated ability and skills to interpret financial information, policies and procedure and the ability to explain them to peers and superiors in a simplified manner and be able to present updates, progress or issues clearly.

FACTOR #3: Problem Solving:

Demonstrated ability and skills to understand financial documents and provide accounting and financial options for the office senior management and to identify work priorities and establish deadlines on critical tasks.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors

Factor #1 (30 points)
Factor #2 (10 points)
Factor #3 (10 points)
Interview Performance 50 points

Interview questions will revolve around the candidate's propensity to:

- be successful in providing proactive accounting and budgeting support to ODG management,

- ability to evaluate and determine effective business processes for budgeting and establish efficient working relationships with internally and externally with other offices,
- ability to handle a wide variety of situations and conflicting issues requiring the use of initiative to determine the approach to be taken or methods to be used to resolve issues effectively and efficiently.

Total Possible Points: 100

IV. APPLYING

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website: www.usaid.gov/sites/default/files/documents/1866/a302-3.doc;
2. A current curriculum vitae (CV) or resume;
3. A minimum of three (3) professional references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor;
4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation, and how the applicant believes their experience and skills meet or exceed these criteria. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
5. Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.

The Agency retains the full right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a Third Country National shall be eligible for any of the listed fringe benefits to include health and life insurances, differentials and allowances.]

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120) (n/a Afghanistan)
- 2) Living Quarters Allowance (Section 130) (n/a Afghanistan)
- 3) Post Allowance (Section 220) (n/a Afghanistan)
- 4) Supplemental Post Allowance (Section 230) (n/a Afghanistan)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270) (n/a Afghanistan)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280) (n/a Afghanistan)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs

AAPDs and CIBs contain changes to USAID policy and the PSC General Provisions in accordance with USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs and CIBs apply to this contract. Additionally, AIDAR Appendixes D applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

Only short listed candidates will be contacted.